



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Announcement Number: Bujumbura-2021-16

Position Title: Trades Helper

Opening Date: May 24, 2021

Closing Date: June 7, 2021 at 16:00

Series/Grade: Resident (OR): FSN- 3
Not-Ordinarily Resident (NOR): FP-BB

**Final grade/step for NORs will be determined by Washington.*

For More Info:

Mailing Address:

Human Resources Office
Embassy of the United States
Avenue des Etats- Unis
B.P 1720 Bujumbura

Note: Closing time for submission of applications at the Embassy is 16:00 (Monday to Thursday) and 11:00 on Friday.

E-mail Address: BujumburaHR@state.gov

Or visit our website at <https://bi.usembassy.gov/embassy/jobs/> and/or contact the Human Resources Office at 22 20 70 24.

Who May Apply:

All eligible candidates – All Sources

Security Clearance Required:

Local Security Certification

Duration Appointment:

Indefinite, subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply. <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Bujumbura, Burundi is seeking eligible and qualified applicants for the position of **Trades Helpers**.

The work schedule for this position is full time (40 hours per week).

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: No

DUTIES:

The position holder is employed as a Trades Helper to assist the technicians of the skilled trades in the performance of routine and preventive maintenance, and new installations and demolition work. The Foreman /HVAC control Technician will assign the incumbent to any of the skilled trade shops on a daily basis to assist the skilled technicians with maintenance and repair work throughout the Embassy Compound (NEC) office buildings, grounds and residential owned/leased properties. In addition to assisting the skilled trade technicians, the incumbent may be assigned tasks include material handling, painting, custodial type work, and common laborer work.

QUALIFICATIONS AND EVALUATIONS:

EDUCATION: Completion of primary school is required.

REQUIREMENTS:

EXPERIENCE: A minimum of two (2) years of custodial or maintenance or construction work experience.

JOB KNOWLEDGE: Good knowledge of warehouse operations and distribution methods.

EVALUATIONS:

LANGUAGE: English level I Written/Speaking/Reading is required.

Kirundi and French Level III (Good knowledge) Written/Speaking/Reading is required.

SKILLS AND ABILITIES: The incumbent must be a quick understudy with an aptitude to learn so he/she can anticipate the materials and tools the skilled technician will need ahead of time.

Must be able to use the typical lot of hand tools, vacuum cleaners, and can climb ladders; must be adept at keeping work sites free of clutter and debris, clean and neat; must use good safety practices and follow all safety requirements in execution of tasks; additional abilities include work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; must be able to lift up to 25 kilos must be able to handle a large workload and multiple tasks; be able to take direction and must be organized; communicate orally with co-workers, contractors and vendors to obtain and provide pertinent information.

Qualifications: All applicants may be tested on any requirements listed above. All applicants under consideration will be required to pass medical and security certifications. All applicants must be able to obtain and hold a Local Security Certification.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race,

color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Benefits: Locally employed staff, including members of household (MOHs), and third-country nationals (TCNs), working at the U.S. Mission in Bujumbura, Burundi, may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active-duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available at Bujumbura US Embassy website.

- **For physical applications:** *Please indicate your name and the position title for which you are applying on the envelope and sign in the logbook upon drop-off of your application in the HR Office.*
- **In the event of application through BujumburaHR@state.gov:** *please indicate the position title for which you are applying in the subject line of your email.*

Required Documents: Please provide the following required documentation with your application:

- DS-174
- Work Permit (For non-Burundian)
- Passport copy or national ID copy
- Copy of primary school completion Certificate.
- List of references

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview, will be contacted via email.

For further information: The complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Bujumbura, Burundi.